

2.2 Template:

Job Description for a Virtual Assistant

(company name) / is looking for a virtual assistant with knowledge to complete administrative projects that are anticipated to require around (number of hours) per week. The work will include the following tasks:

- * Taking inbound calls from customers about our products and services
- * Answering/forwarding emails from clients, partners, and other stakeholders
- * Updating our process worksheet and providing timely reports
- * Coordinating with the team and other departments on projects and deliverables
- * Liaising with clients
- *(any other tasks you listed relevant to the role)

The following skills are a must:

- * Expertise in customer service
- * Great communication skills via phone, email, and chat
- * Strong knowledge of MS Office, Google Docs and Google Calendar
- * Some knowledge of web design and development
- * Experience in content management/ funnels/ digital marketing strategy is a big plus